

**John D. Perdue, State Treasurer, West Virginia**  
**Division of Unclaimed Property**  
**1900 Kanawha Boulevard East**  
**State Capitol Building, Room WB-2**  
**Charleston, WV 25305-0860**

**UNCLAIMED STOLEN PROPERTY REPORT**  
**FORM UP-8A-5**  
**Property to be Donated to Non-Profit Organization**

**INSTRUCTIONS:**

1. File at least one report annually, on or before September 1 of each year. Do not submit property with the report.
2. Complete the attached (Form UP-8A-5) with the following information:
  - Item number-this number is assigned by the law enforcement agency. If no number has been assigned at the agency level, then number each item chronologically.
  - Apparent owner's name and address-any information available identifying the apparent owner.
  - Property description-any identifying information such as make, model, brand, serial number, etc...
  - Name and location of non-profit organization including contact person, address, and telephone number.
  - (FEIN) Federal Employer Identification Number.
  - Estimated value of each item.
3. This form is to be used only for tangible property of obvious commercial value, for example: TV's bicycles, electronic equipment, etc...

**THIS FORM IS NOT TO BE USED FOR WEAPONS OR AMMUNITION**

**INFORMATION:**

The Uniform Unclaimed Property Act §36-8A-2 of the West Virginia Code in general requires all law enforcement agencies to review their records each year to determine the disposition of all unclaimed stolen property in their possession, at the time of the required filing, and make an annual report to the State Treasurer.

The Unclaimed Stolen Property Report may be filed with the State Treasurer at any time after the property has been held by a law enforcement agency for at least six months, during which time the rightful owner has not claimed it, for which the chief executive determines that there is no reasonable likelihood of its being returned to its rightful owner, and which the chief executive determines to have no evidentiary value.

Within thirty days of receipt of the attached form, the Treasurer will respond with instructions as to the delivery or disposition of the property.

If you have questions regarding your reporting obligations, please call the Division of Unclaimed Property at (304) 558-5000, toll free: 1-800-642-8687 or write to the address above.

If you need additional forms, you may photocopy the blank forms sent to you and complete your report on the photocopy.